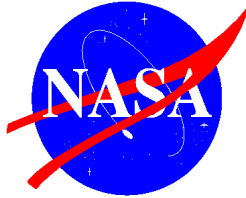


Responsible Office: RS

**Subject: Review of Center Implementation Plans**

---



NASA Headquarters  
Washington, DC 20546

**H OWI-1000-R011B**  
**June 7, 2000**

---

## **Aero-Space Technology Strategic Enterprise (HQ/Code R)**

### **Office Work Instruction**

# **Review of Center Implementation Plans**

Responsible Office: RS

**Subject: Review of Center Implementation Plans****DOCUMENT HISTORY LOG**

<u>Status</u> (Draft/ Baseline/ Revision/ Canceled)	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		1/11/1999	
Revision	A	4/28/1999	Changed column heading in paragraph 6 from “Responsible Organization” to read “Actionee” and clarified responsibility for specific process steps. Added additional details on process steps in paragraph 6; and revised paragraph 5 flowchart to ensure consistency with text. Revised paragraph 7 Quality Record table to conform to revised HCP 1400-1.
Revision	B	6/7/2000	Ensure that flowchart, text and quality records reflect identical wording.

Responsible Office: RS

**Subject: Review of Center Implementation Plans**

**Approved by:** Greg M. Reck June 7, 2000

## 1. PURPOSE

The purpose of this OWI is to ensure that:

- (a) the Implementation Plans of NASA Centers that conduct activities on behalf of the Aero-Space Technology Strategic Enterprise (HQ/Code R) accurately and comprehensively reflect those activities for which the respective Center is responsible during the coming fiscal year; and
- (b) the Implementation Plans of NASA Centers for which the Office of Aero-Space Technology (OAT) has an Institutional Program Office (IPO) responsibility conform to Agency/IPO guidance. (Agency guidance is provided in NPG 1000.2, NASA Strategic Management Handbook. IPO guidance is developed during the review process; see Step 6.3, below).

## 2. SCOPE and APPLICABILITY

**2.1** This OWI pertains to the review of annual Implementation Plans developed by the NASA Field Centers, as described in NPG 1000.2, NASA Strategic Management Handbook.

**2.2** This OWI applies to all organizational components of the OAT.

## 3.0 DEFINITIONS

AA	Associate Administrator for Aero-Space Technology
B	Office of the Chief Financial Officer (Code B), NASA Headquarters
DD	Director, Research Support Division, Code RS
GPRA	Government Performance and Results Act
IPO	Institutional Program Office
MSS	Management Systems Specialist (individual within the Research Support Division [Code RS] responsible for managing the Implementation Plan review process)
OAT	Office of Aero-Space Technology

Responsible Office: RS

**Subject: Review of Center Implementation Plans****4.0 REFERENCE DOCUMENTS**

NPG 1000.2

NASA Strategic Management Handbook

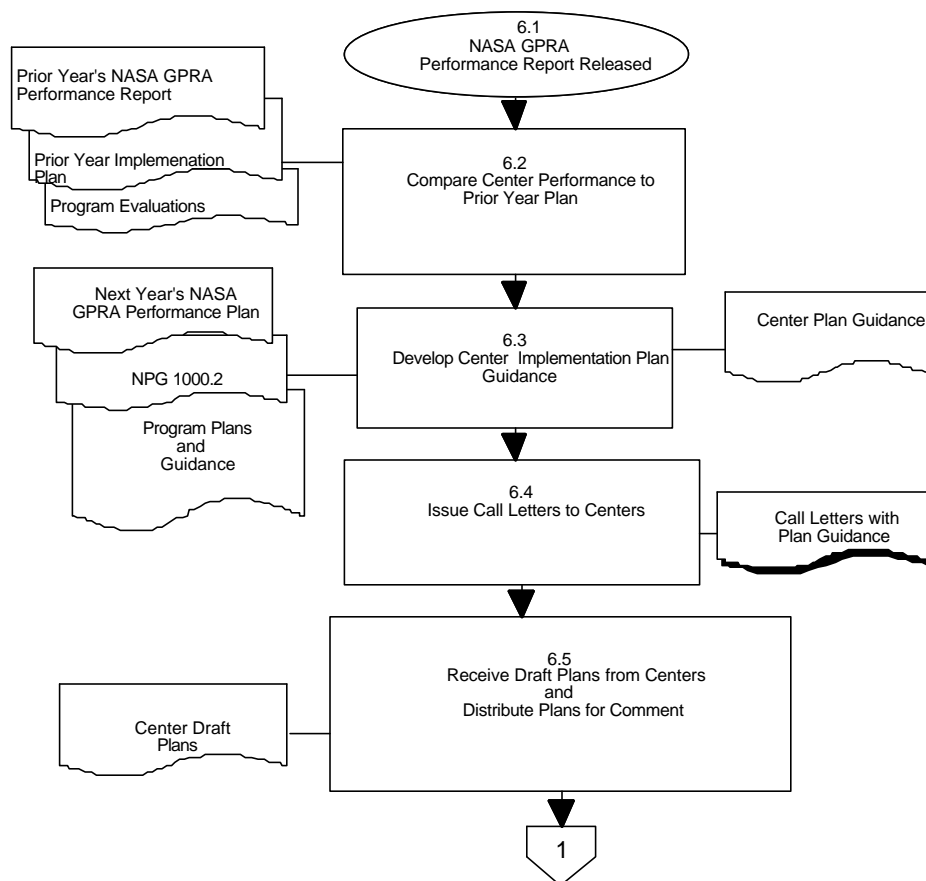
NASA GPRA Performance Plan

NASA GPRA Performance Report

H OWI-8000-R008 Program Evaluation

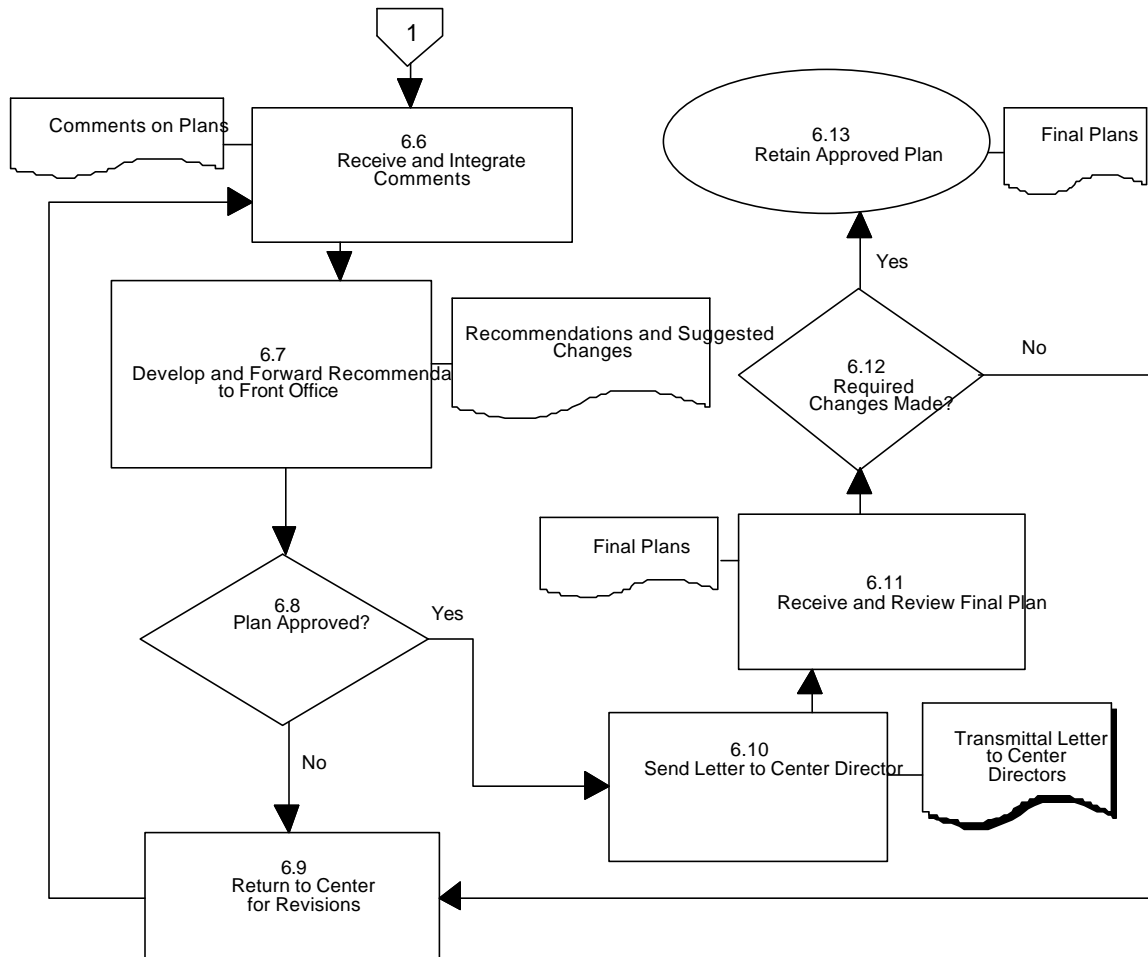
OAT Program Plans

The correct version of the NPD, and NPG documents cited above may be obtained from the NODIS Directives Library at <http://nodis.hq.nasa.gov/Library/processes.html>

**5. FLOWCHART**

CHECK THE MASTER LIST at <http://hqiso9000.hq.nasa.gov/>  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

Responsible Office: RS

**Subject: Review of Center Implementation Plans**

## 6. PROCEDURE

<u>Step</u>	<u>Actionee</u>	<u>Action</u>
6.1	B	The Center Implementation Plan review process begins with the release of the NASA GPRA Performance Report.
6.2	MSS	Compare actual Center performance against metrics in prior year Plan, and particularly against prior year GPRA metrics, as an input to evaluating proposed metrics in future Implementation Plans. Evaluations of Center performance may be found in the program evaluations produced during the Program Evaluation process (reference H OWI-8000-R008 Program Evaluation).

Responsible Office: RS

**Subject: Review of Center Implementation Plans**

---

- 6.3**      MSS      Develop Implementation Plan and review guidance, drawing on inputs from NPG 1000.2, NASA Strategic Management Handbook, the NASA GPRA Performance Plan, approved program plans, prior year plans and guidance, and other sources as applicable (including the comparison performed in Step 6.2), that will be used to develop and assess incoming draft Plans. Guidance should be consistent with Agency guidance; should indicate OAT requirements/suggestions for plan format and content, including the range of activities and the degree of detail to be addressed in the Implementation Plans; and should indicate any major changes from prior year guidance.
- 6.4**      MSS      Draft and issue call letters with plan guidance through the Division Director for the signature of the Associate Administrator. One letter shall go to each of the NASA Centers for which OAT has an IPO responsibility (i.e., the Ames, Glenn, and Langley Research Centers and the Dryden Flight Research Center) and shall:
- (a) include the guidance developed in Step 6.3, above, and
  - (b) require Plan submission in accordance with that guidance.
- A second letter shall go to each of the other Centers that conduct OAT activities and shall request that OAT receive a copy of their draft plan for review and a final copy of their approved plans for archival purposes.
- 6.5**      MSS      Upon receipt of a draft Plan from a Center, distribute Plan for comment. For Centers for which the OAT has an IPO responsibility, the distribution shall include OAT Divisions/Offices, plus other Headquarters Enterprise and functional/staff offices that conduct activities referenced in the draft Plan. For other Centers, distribution shall include OAT Divisions/Offices.
- 6.6**      MSS      Receive and integrate comments. Integration includes identification of duplicative comments, validation of assertions made by commenters, and clarification of unclear comments.

Responsible Office: RS

**Subject: Review of Center Implementation Plans**

---

- |             |     |  |
|-------------|-----|--|
| <b>6.7</b>  | MSS | Develop a recommendation regarding Plan approval and required/requested changes. The recommendation should address each Plan's consistency with Agency and IPO guidance as well as responses to comments received from reviewers. Forward the recommendation through the Division Director to the Associate Administrator for signature. The recommendation should be a letter to each respective Center Director signed by the Associate Administrator. |
| <b>6.8</b>  | AA  | Approve the draft Plan (either as-is, or with required changes), or disapprove the Plan with guidance for revision.  |
| <b>6.9</b>  | MSS | If the draft Plan is disapproved, return the draft to the originating Center for revision and resubmission (step 6.6).   |
| <b>6.10</b> | MSS | If the draft Plan is approved, draft a transmittal letters to Center Directors for the signature of the Associate Administrator. (This letter may be the same letter referenced in Step 6.7). The letter shall contain the AA's decisions and guidance from Step 6.8 and shall request that copies of the final Plan be submitted to the Associate Administrator and to the Research Support Division.   |
| <b>6.11</b> | MSS | Upon receipt of a final Plan, review the Plan for compliance with required changes (i.e., the changes requested in the transmittal letter from the Associate Administrator, Step 6.10, above).   |
| <b>6.12</b> | AA  | If the final Plan is not in compliance with required changes, return the Plan to the originating Center for further revision.  |
| <b>6.13</b> | MSS | If the final Plan is in compliance with required changes, retain a copy of the approved final Plan.  |

Responsible Office: RS

**Subject: Review of Center Implementation Plans****7. QUALITY RECORDS**

<u>Record ID</u>	<u>Owner</u>	<u>Location</u>	<u>Media</u>	<u>Schedule Number and Item Number</u>	<u>Retention Disposition</u>
Call Letter with Plan Guidance	RS	MSS Files	Hardcopy	Schedule 7, Item 17	Retain five years then destroy.
Transmittal Letters to Center Directors	RS	MSS Files	Hardcopy	Schedule 1, Item 22A	Permanent. Retain five years then retire to FRC in 5- year blocks.